



# FOOD SAFETY FACT SHEET

Kansas Department of Agriculture • Division of Food Safety and Lodging  
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## Daily Self-Inspection Checklist

Establishment: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_

**\*These items can contribute to foodborne illness.**

<i>Cold Holding* (Required at 41°F)</i>			
<i>Item</i>	<i>Location</i>	<i>Temperature</i>	<i>Corrective Action Taken</i>

<i>Cooking* (Whole muscle meat to 145 °F, ground meat to 155°F and poultry/stuffed foods to 165 °F)</i>			
<i>Item</i>	<i>Location</i>	<i>Temperature</i>	<i>Corrective Action Taken</i>

<i>Hot Holding* (Required at 135°F)</i>			
<i>Item</i>	<i>Location</i>	<i>Temperature</i>	<i>Corrective Action Taken</i>

<i>Cooling* (From 135°F to 70°F within 2 hours and from 70°F to 41°F within another 4 hours)</i>				
<i>Item</i>	<i>Location</i>	<i>2 hour temp</i>	<i>4 hour temp</i>	<i>Corrective Action Taken</i>

<i>Reheating* (Heat to 165°F for 15 seconds and use within 2 hours)</i>			
<i>Item</i>	<i>Location</i>	<i>Temperature</i>	<i>Corrective Action Taken</i>

<i>Hand Sinks</i>			
<i>In</i>	<i>Out</i>		<i>Corrective Action Taken</i>
		Accessible/not blocked*	
		Hot and cold water*	
		Clean, no food waste	
		Clean clothes/aprons	

<i>Personal Hygiene</i>			
<i>In</i>	<i>Out</i>		<i>Corrective Action Taken</i>
		No sick employees working*	
		Frequent handwashing observed* (20 seconds)	
		No open cuts, wounds, or bandages* (gloves used)	
		No eating, drinking, or tobacco use in food preparation areas*	
		No bare-hand contact with ready-to-eat-foods*	
		Proper hair restraints, no jewelry, fingernails maintained	
		Clean clothes/aprons	

<i>Refrigerated Storage</i>			
<i>In</i>	<i>Out</i>		<i>Corrective Action Taken</i>
		Refrigeration equipment maintaining 41°F or below*	
		Ready-to-eat foods stored above non-ready-to-eat food*	
		All refrigerated products have proper date label*	
		Accurate probe thermometer available	
		Accurate refrigeration thermometer provided/visible	

<i>Dishwashing</i>			
<i>In</i>	<i>Out</i>		<i>Corrective Action Taken</i>
		Proper sanitizing: _____ppm or _____°F*	
		Machine clean (no food waste or lime/calcium build-up)	
		3-vat sink clean, not greasy (wash, rinse, sanitize)	
		Dishes/utensils/glasses clean	
		Drain boards clean/maintained	
		Air drying properly, no wet stacking	
		Test strips available (Chlorine, Quat. Ammonia, Iodine)	

<i>General</i>			
<i>In</i>	<i>Out</i>		<i>Corrective Action Taken</i>
		Doors and windows properly closed, vermin resistant	
		No pests (roaches, mice, flies, etc)	
		Kitchen equipment clean, no grease or food waste	
		Pop heads/tea spigots clean	
		Cutting boards/pots/pans/can openers clean and in good repair	
		Ice scoops properly stored, handle out of ice, on clean surface	
		Food properly protected/covered containers	
		No dented or swollen cans	
		Wipe cloths properly stored in clean sanitizing solution	
		Chemicals and spray bottles properly stored and labeled	
		Shelving/bulk food containers clean, no food waste	
		Single-service articles properly stored, dispensed	
		All lights working and properly shielded	
		Floors/floor drains cleaned and maintained	
		Mop sink area clean, mops and brooms hung up	
		Dumpster doors/lids properly closed, no trash on ground	